

CITY OF BUDA

Office of the City

Manager Local Area Traffic Management Program Adverse Traffic Mitigation Request Packet

121 Main St. • P.O. Box 1380 • Buda, TX 78610-1218 • Ph: (512) 312-0084

General Description

Para un documento traducido en Espanol llame a (512) 312-0084

The goal of the Local Area Traffic Management Program is to reduce vehicle speeds and traffic volumes along a given street segment so that the vast majority of motorists are in reasonable conformance with the speed limit and travel volumes are at levels consistent with the density of the neighborhood and its street network. This is accomplished through education and enforcement, additional signage, and/or the design and installation of geometric street features (also known as “traffic calming devices”) at key locations along the street. These programs have proven to be successful in reducing vehicle speeds and traffic volumes at critical locations while allowing safe operation of the vehicle and localized access and circulation.

The following is a summary of the process.

Step One: Request for Study

A request can be made by a resident, business, school, neighborhood association, or other entity whose property is located along the requested street segment. Each request must include a name, address and phone number of a person from an entity described above who agrees to be the requester of record. This person is considered a partner in the effort to evaluate the need and implement a solution, and will receive all correspondence and is the primary contact for the request. This person will also serve as the liaison to any community organizations within whose boundaries lie within the requested street segment or study area.

Prior to submitting a request, the requester must meet with the city manager or the city manager’s designee to discuss the speeding or cut-through traffic problems being considered for mitigation. At this meeting, the basic elements of the issues and the application requirements will be discussed and guidance provided to the requestor regarding the needed content of the request.

The request for speeding or cut through mitigation should include at least the following information:

- A general description of the traffic problem or condition to be remedied
- Special conditions concerning the proposed study area that are germane to this request
- Name, address, daytime phone number and email of contact person as the Requestor
- General statement of reason for the contact person to serve as the Requestor

Incomplete applications will not be considered. Please do not submit petitions or other evidence of support with your request. Petitions or letters of support gathered prior to the eligibility determinations or without the preliminary mitigation plans will not be accepted.

Appendix A

Responsibilities of the Requestor:

- If the request is eligible, the Requester will be responsible for gathering evidence of support using forms provided.
- If the request results in Level 2, 3 or 4 treatments, the Requester will be asked to form a design advisory committee and assist with the design details of the program and/or devices. The requester can also be asked to help provide for maintenance of any landscaping or public art included in the devices.
- The Requester acknowledges these responsibilities by signing the request.

Requests will be evaluated on an as needed basis, however the schedule and process do not preclude the City from installing devices when and where it is deemed necessary outside the procedures of this program.

Step Two: Eligibility

In order for a request to qualify for consideration for mitigation of speeding or excessive traffic volumes, the street operations must exceed the following threshold criteria. It is the responsibility of the city manager or the city manager's designee to conduct traffic studies to determine if the street segment meets at least one of the following criteria:

- The measured 85th percentile vehicle speeds must exceed the posted or prima facie speed limit by 3 miles per hour or more in a 24-hour period, or
- The measured vehicle speeds must exceed the posted or prima facie speed limit by 5 miles per hour more than 10% of the total volume in a 24-hour period, or
- There are two or more reported speed related crashes within a segment during the last 24 months of available data, or
- The street segment must have a peak hour traffic volume in excess of 100 vehicles per hour on any day of the week, or
- The street segment must have a total daily traffic volume in excess of 500 vehicles per hour on any day of the week.

Other factors such as, but not limited to, designated emergency service travel routes, ongoing maintenance, grades, sight distances, pending construction projects, system needs, public services delivery, emergency services delivery, or conflicts with adopted overlay or neighborhood plans may affect consideration for eligibility.

Only those requests meeting at least one of the eligibility requirements will proceed. If a request is denied, requesters will not be able to reapply for the following one year unless there is considerable change in conditions.

All traffic counts will be scheduled during typical weekdays while school is in session unless a specific weekend or non-school related problem is noted in the request.

Appendix A

Step Three: Community Outreach and Input

If a request is accepted for further consideration, the city manager or the city manager's designee will, in coordination with the Requestor, develop a project schedule and set forth the requested attendees for a community meeting. Invited to the community meeting should be the residents of the study area, plus representatives from any apartment complex, business, school, or neighborhood association that may be impacted by potential mitigation treatments. The purpose of this meeting is to inform the community of the request and to receive input. The requestor will organize a community traffic committee at the first community meeting to interface with the traffic study, concept planning and design. The Requestor will solicit the names and contact information for all that attend the community meeting and provide the listing to the City. The City will conduct the technical component of the meeting.

Step Four: Traffic Study and Initial Traffic Calming

Following the first community meeting and receipt of comments, a traffic study will be conducted within the study area by the city manager's designee. Traffic studies are representative of conditions which exist at the time of the study. The study process does not attempt to quantify future traffic volumes, trends or routes. All traffic counts will be scheduled during typical weekdays while school is in session unless a specific weekend or non-school related problem is noted in the request.

Using initial information from the traffic study, the city manager or the city manager's designee will, in coordination with the Requestor and the neighborhood traffic committee, develop a strategy for Level 1 and/or Level 2 traffic calming measures. After implementing these initial treatments, a subsequent traffic study will be conducted to assess the mitigation effects of these treatments.

Step Five: Conceptual Plan Development and Community Comment, if needed

If Level 1 and Level 2 treatments do not sufficiently mitigate the adverse traffic speeds or excessive traffic volumes, a concept plan for a more imposing mitigation will be developed. It is the responsibility of the city manager or the city manager's designee to determine the type and location of all program and/or devices in accordance with current engineering principles. Devices will be designed to provide for the needs of all roadway users – pedestrians, bicyclists, transit riders, and motorists. In some instances there may be a need to reconfigure or install sidewalks at or near the devices or to modify or remove on-street parking.

Each concept plan will be reviewed by the neighborhood traffic committee, an interdepartmental review committee and the city attorney before being submitted for community comment. Written notice of the interdepartmental review and the city attorney's determination will be given to the requestor.

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Upon approval of the concept plan, either a second community meeting will be facilitated by the project requester with city participation to present the concept plan and gather community comments, or a petition will be circulated by the project requester and provided along with any comments to the city manager or the city manager's designee to demonstrate concurrence with the concept. Whether by community meeting or petition, two-thirds of the residents (a business, school or apartment complex counts as one each) along the street receiving the mitigation treatment will need to indicate either support or concurrence with the proposed treatment. The requester must gather and present evidence of support from the community.

The petition area will be determined by the city manager or the city manager's designee and shown on the preliminary mitigation plan. Each property must be represented by signature of a representative of that property. Requesters must make a "good faith effort" to contact all property representatives; the requester must document each property where a representative was not contacted. Only one signature and indication per property will be accepted. Petitions that do not account for all properties will be considered incomplete. Petitions or letters of support gathered prior to the eligibility determinations or without the preliminary mitigation plan will not be considered.

Evidence of support will be taken into consideration in the ranking criteria for the project; however, it is not a sole determining factor for funding.

Step Six: Final Disposition of the Concept Plan, if needed

The city manager or the city manager's designee will review and consider comments received during the second community meeting or the concept petitioning and evaluate the concept plan. The plan can be approved for further consideration, disapproved, or modified. Plans that are to be modified will be reviewed for approval by the interdepartmental review committee, city attorney and the neighborhood traffic committee. No additional community meetings are required for modified concept plans. The city manager or the city manager's designee will provide written notice of its findings and recommendations to the requestor.

The city manager or the city manager's designee will rank all approved projects by priority to establish an implementation order. Evidence of support will be taken into consideration in the ranking criteria for the project.

It is the responsibility of the city manager or the city manager's designee to determine the final location of all devices in accordance with current engineering principles. Devices which create opportunities for landscaping, public art, storm water mitigation, or aquifer recharge are preferred. The requester will assist in identifying parties responsible for the maintenance of any landscaping or public art included in the devices.

Devices will be designed to provide for the needs of all roadway users – pedestrians, bicyclists, bus riders, and motorists – and will be designed in accordance with the Americans with Disabilities Act and other applicable laws, ordinances, and regulations. In some instances there may be a need to install sidewalks at or near the devices in areas where no sidewalks exist. There may also be a need to modify or restrict on-street parking at or near the devices.

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Step Seven: Testing of Concept Plan, if needed

The concept plan will be implemented with the use of temporary devices that replicate the intended function of the concept plan. The temporary plan will be installed for a period of at least 60 days. The city manager or the city manager's designee and the community traffic committee will monitor and review traffic impacts and receive comments regarding the devices. No temporary devices will be installed without adequate funding identified in the current or next fiscal year.

At least 60 but no more than 150 days following the placement of the devices, a third community meeting will be held or a petition circulated by the project requester for the purpose of soliciting community input on the initial testing of the concept.

Concept plans requiring no diversionary devices may be built without prior testing but are subject to funding and resource availability.

Step Eight: Funding

Construction of approved projects will need to consider annual City budgets. Projects will be scheduled for construction by priority ranking as funding permits within the established budget. Depending on the level of enhancements desired by the requester for landscaping or other associated features, the city manager or city manager's designee may require the requester to share in the cost of installation and ongoing maintenance of the enhancements.

Projects may be completed, out of ranking order, if alternative funds become available or if complementing maintenance and/or capital improvement projects are initiated during the year.

Eligible projects that do not receive funding in a funding cycle will be automatically reconsidered for funding in subsequent funding cycles for up to a total of five consecutive funding cycles (two years). All eligible but unfunded projects will be re-prioritized by ranking for each funding cycle. Time in the program has no influence on funding determination.

An eligible project may be expedited if the requesters choose to pay for 100% of the estimated cost of the design and installation. Expedited projects will be constructed no later than the next fiscal year following deposit of funding. Eligible projects which do not receive full public funding may be also considered for joint public/private funding. Requests for joint public/private funding must be made in writing to the city manager or the city manager's designee.

Appendix A

Adverse Traffic Mitigation Request Timeline

<i>Process Step</i>	<i>Duration</i>
Receive and review request submission	2 – 4 weeks
First Community Meeting and Comment Period	3 – 4 weeks
Initial traffic studies – Must occur while school is in session	6 – 10 weeks
Study results discussion with Neighborhood Traffic Committee	2 – 4 weeks
Additional traffic study, if needed – Must occur while school is in session	4 – 6 weeks
Study results discussion with Neighborhood Traffic Committee (if needed)	4 – 6 weeks
Development and Approval of Concept Plan (if needed)	2 – 4 weeks
Concept Plan discussion with Neighborhood Traffic Committee (if needed)	2 – 4 weeks
Second Community Meeting/Petition and Comment Period (if needed)	3 – 4 weeks
Concept Plan Final Determination (if needed)	2 – 4 weeks
Implement and Test Concept Plan – Implementation occurs during summer; traffic studies must occur while school is in session (if needed)	8 – 10 weeks
Study results discussion with Neighborhood Traffic Committee (if needed)	2 - 4 weeks
Third Community Meeting/Petition and Comment Period (if needed)	3 – 4 weeks
Project Final Determination (if needed)	2 – 3 weeks
Approximate Totals Depending on Complexity & Level of Mitigation	4 to 18 Months



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Submittal of this form constitutes a formal request and must contain the completed information indicated in both Part A and Part B. This request will be processed according to the policies and procedures for the Local Area Traffic Management Program in effect as of the date of this request.

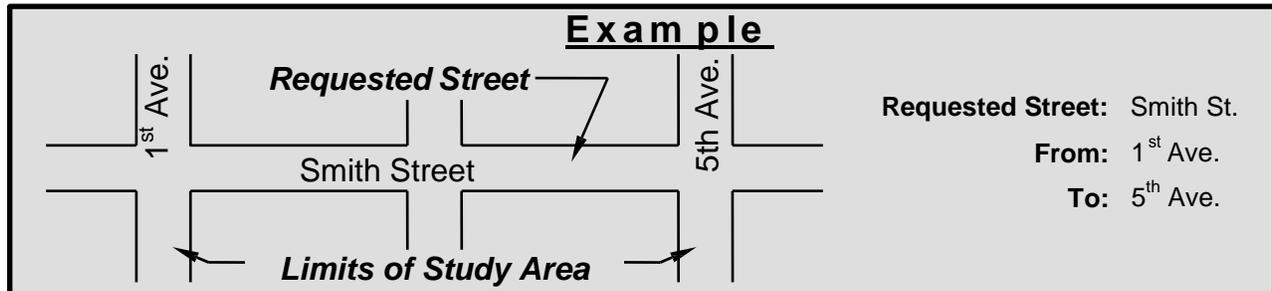
Part A – Requested Street Information

Each request must include the name of the street to be studied as well as the limits of the study. Traffic studies will be conducted only within the limits indicated. Please do not use block ranges for limits.

Requested Street:

From:

To:



Part B – Requester Information

By my signature below, I agree to be the requester of record for this request. I have read the policies and procedures governing the Local Area Traffic Management Program and agree to carry out to the best of my abilities the duties and responsibilities associated with being the requester of record. I also understand that any documents submitted to the City of Buda may be subject to public disclosure in accordance with the Texas Public Information Act.

Name:

Address:

City: **ZIP Code:** **Ph. #:** ()

Email Address:

Signature of Applicant: **Date:**